SARS/eSARS Phase II Kick Off Meeting

October 17, 2012

Attendees: Chien Shih, Joe Moreau, Gregory Anderson, Susan Malmgren, Stacey Cook, Susan Gutkind, Angela Caballero de Cordero, Jim Doty (SARS) and Kari Elliott (note taker).

Meeting Agenda

1. Overview
   a. Overall scope of Phase II
   b. Key tasks – effort/time to accomplish.
   c. Complete by December 31, 2012.
2. Review Phase I – Convert Foothill Labs to SARS/eSARS accomplishments
   a. Gather preliminary specs July 2012.
   b. Weekly meetings with users in August 2012.
   c. Completed by September 24, 2012.
3. Review Project organization and communication protocol
   a. Web site
      - Instructions are posted.
      - FAQs will be posted when ready; not too many questions yet.
      - Everything pertaining to project will be posted.
   b. Process
4. Discuss Phase II Objectives
   a. SARS Messaging and Texting
      - Build batch for messaging automatically from GRID, import email/phone from Banner or other flat file or manually.
      - Each college will have 1 box with 2 SIM chips for a total of 20,000 messages available.
      - 1 box will be installed at each campus.
   b. Replace FH P/E Red Canyon with SARS TRAK – Winter 2013.
   c. Review and improve De Anza SARS installation
      - Data inconsistency; need to setup filter.
      - Remove old departments and archive.
      - Clean up users list.
   d. Additional departments need to be on SARS
      - De Anza Transfer Center wants eSARS.
      - De Anza Student Success Center wants eSARS.
      - Student Success & Retention Center wants SARS TRAK; will need kiosk.
      - Fitness Track – De Anza PE?
      - Integrating eAdvising into MyPortal for De Anza counseling department.